

RECYCLE GUIDELINES

To efficiently process your recycle products and insure the best return for the processed paper, your recycled paper should be separated into the following categories:

• **WHITE LEDGER** • **MIXED** • **NEWSPAPERS** • **CARDBOARD**

Listed below are the materials that should be sorted into each recycle category:

• **WHITE LEDGER—white office paper such as:**

- letterhead
- stationery
- copy paper
- calculator tape
- envelopes (no cellophane windows)
- forms
- index cards
- lined tablet paper
- offset bond paper
- white computer printouts

Note: staples **do not** have to be removed from white ledger

• **MIXED—any of the above in any color other than white or off-white including:**

- booklets
- brochures
- carbonless forms
- colored paper
- colored lined tablet paper
- envelopes with windows and gummed labels
- ledger paper
- manila folders
- manuals with glue bindings
- pamphlets
- posters
- printouts
- soft cover books
- sticky notes
- yellow legal paper

Note: paper clips, staples, rubber bands, tape, self-adhesive labels, plastic tabs and spirals **do not** have to be removed from mixed paper items. Although not mandatory, we recommend removing wire spirals.

• **CARDBOARD—clean, flattened cardboard**

• **NEWSPAPERS—collected separately**

THE FOLLOWING PAPER PRODUCTS *CANNOT* BE RECYCLED—

Discard them in the trash:

- wrappers on a ream of copier paper
- magazines
- Tyvek envelopes
- plastic
- banding material
- carbon paper
- styrofoam
- hard cover books
- gray boxes
- trash
- food waste (including paper cups and plates, napkins, wax paper, candy wrappers, paper towels)
- brown paper (including lunch bags, brown envelopes, brown file folders)